



Ministry of Environment, Climate Change and Technology
Male', Republic of Maldives



Terms of Reference

Procurement Specialist

for Maldives Clean Environment Project

A. BACKGROUND

Solid Waste Management (SWM) is a priority sector for the Maldives due to the fact of high economic and social dependence on a healthy marine environment. In recent years there has been a significant increase in the magnitude of waste management problems throughout the country for number of reasons, including but not limited to population increase, changing lifestyle, dependence on importation, coupled with the environmental challenges brought about by the growing tourism. The worsening waste management situation is increasingly resulting in pollution of the environment and the generation of conditions prejudicial to public health. Practices vary from community to community, but at most islands waste is building up into many open dump sites spreading across islands and disposed of either in the sea or by open burning. Predicting the threats to the economic development, the Government of Maldives decided to invest heavily in the waste sector with the support of various donors and international agencies to build the necessary infrastructure to develop an integrated and sustainable solid waste management system throughout the country on a Zonal approach.

This process started in 2008 with the support of the World Bank Group, under the International Development Association (IDA) credit to develop an integrated SWM system for Zone II, namely the Maldives Environmental Management Project (MEMP). This project was completed in 2015, by developing SWM systems at the island's level and a regional waste management facility to manage waste generated in zone II, that cannot be managed at the island level.

In order to further support the Government of Maldives' initiatives to manage solid waste in a sustainable and environment friendly manner, and based on the lessons from implementing MEMP, IDA is supporting the **Maldives Clean Environment Project (MCEP)** which will support additional investments to operationalize the RWMC introduced in Zone II under MEMP and to design and develop a sustainable regional waste management system for Zone 4 and 5.

The development objective for MCEP is to improve solid waste management in selected zones (Zone II, IV and V). This project has five components. 1) The first component, Strengthening



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National Solid Waste Management Strategy and Policy, aims to support the government's efforts to address current challenges to effective SWM in the country. 2) The second component, Establishing Regional Waste Management Systems, aims to fully operationalize the Regional Waste Management Center (RWMC) for Zone II established under Maldives Environmental Management Project (MEMP), and to support the establishment and operation of regional SWM systems in Zones IV and V. 3) The third component, Establishing Island Waste Management Systems, aims to support the government in developing and completing island-level facilities for managing the collection, segregation, on-site treatment, and storage of residual waste until final transfer to the common facility, in all project zones. 4) The fourth component, Project Management, aims to strengthen Ministry of Environment, Climate Change and Technology institutional capacity for project implementation through the establishment and maintenance of a Project Management Unit (PMU) to manage, implement, monitor, and evaluate project activities. 5) The fifth component, Contingency Emergency Response, aims to provide immediate response to an eligible crisis or emergency, as needed.

The Government of Maldives through the Ministry of Environment, Climate Change and Technology (MECCT) is seeking a full time **Procurement Specialist (PS)** for the Maldives Clean Environment Project who will be responsible for the execution of the project's procurement plan in accordance with procurement policies, guidelines and relevant regulations of the government of Maldives and the World Bank.

B. OBJECTIVES OF THE ASSIGNMENT

This Terms of Reference (ToR) relates to the fiduciary functions within the PMU of the MCEP with an objective to ensure successful implementation of the project, specifically in the procurement of Goods, Consultancy Services, Non-Consultancy Services and Works under the project.

The objective of this assignment is to effectively execute the procurement plan of the project with the responsibility for ensuring compliance with the procurement policies, guidelines and relevant regulations of the government of Maldives and the World Bank.

C. OVERALL RESPONSIBILITY



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The Procurement Specialist (PS) execute and maintain the procurement process for all projects managed by the MCEP PMU, while leading the procurement team of the PMU. The PS will undertake and coordinate all procurement management activities of the projects in setting up a procurement plan and systems for the projects managed by PMU.

The overall responsibilities of the Procurement Specialist include, but are not limited to the following:

- Act as the Project focal point for project procurement of MCEP.
- Execute the procurement plan of the project and make any modifications to the plan as and when necessary, and on a timely manner.
- Ensure the entire procurement process for all activities under the project are carried out in full compliance with the procurement policies, guidelines and regulations of the government of Maldives and the World Bank.
- Be responsible for compiling all procurement related documents.
- Provide regular updates on project procurement to the Project Manager.
- Liaise with World Bank's procurement counterpart(s) in ensuring all processes are in full compliance with the relevant procurement policies and guidelines of the World Bank.

D. SPECIFIC TASKS

Under the supervision of the Project Manager, the Procurement Specialist will carry out the following activities:

- Develop the procurement plan for the activities identified under the project.
- Monitor and update the procurement plan as and when required, on the World Bank's procurement portal STEP.
- Ensure that all procurement activities of the project are done in accordance with relevant procurement guidelines and policies of the government of Maldives and the World Bank.
- Work in close coordination with the Project Manager, technical specialists and staff in the project team and advise them on procurement issues.
- Participate in relevant meetings relating to the project.
- Prepare bidding documents, REOIs, RFPs, notices, notifications for award, evaluation reports, draft contracts and any other procurement related documents, for all goods, works,



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consultancy services and non-consultant service in accordance with the schedule in the procurement plan;

- Prepare all submissions for obtaining World Bank 'no objection' on procurement activities.
- Update the Contracts Register on a weekly basis and be responsible for the document.
- Support all internal and external audits of the projects implemented by the PMU.

E. QUALIFICATIONS AND EXPERIENCE

To be eligible for consideration for this position, the candidate must meet the following criteria:

- A master's degree from a recognized university in either procurement management, project management, accounting, finance, business administration or a comparable academic preparation.
- Participated relevant training in procurement management.
- At least Seven (7) years of experience in procurement management of consultancies, works and goods or have had responsibilities with a substantial content of his / her position in the procurement area (use of internationally accepted contract documents for works, goods and services);
- At least 2 years of experience in implementation of donor funded projects, specially projects funded by the International Development Association (IDA), the World Bank.
- Sound understanding of principles underlying good procurement practices and international agencies' procurement guidelines; understanding of Government's procurement Regulations/Act; analytical capability in identifying and resolving procurement issues);
- Specialized knowledge of and significant experience in 2-3 substantive areas/aspects of procurement (e.g. procurement of goods; various forms of construction contracts; selection/ contracting of consultant services; preparation of bidding / contract documents for the international procurement of goods, works, services; public procurement policies; practices).
- Must be result oriented and proactive with excellent written and oral communication skills in Dhivehi and English.
- Strong communication skills in presenting, discussing and resolving difficult issues and good interpersonal relations.



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- Ability to work efficiently and effectively in a multidisciplinary team.
- A demonstrated ability to rapidly acquire knowledge about the Project, project objectives, delivery mechanisms, performance indicators, and implementation of the project.
- Strong computer skills required in common applications (MS Word, Excel, Power Point, MS Projects etc.). knowledge in accounting packages (like Tally or Quick books) will be an added advantage.

The successful individual must be willing to work for extended periods without direct supervision and travel occasionally to islands within the project area.

In addition, the individual's reputation of integrity and impartiality routed in independent from third parties shall be considered.

The short-listed candidate will be requested to participate in personal interviews and submit the names and contact details of personal referees who can attest to his/her ability.

The successful candidate must understand the objectives and delivery mechanisms of the project's portfolio. He/she must be willing to work in a team, be flexible to emerging or changing conditions, and undertake initiative in his/her broad field of actions.

F. REPORTING REQUIREMENT

1. The Procurement Specialist will report directly to the Project Manager (PM) on all aspects of procurement throughout the duration of the contract unless otherwise advised by the Client.
2. The Procurement Specialist should report to work on week days from 0800 – 1600 hours other than public holidays and provide services to the Client for an average of 40 hours a week.
3. The Procurement Specialist shall provide all the necessary reports and updates to the Project Manager or his/her designate and donor agencies whenever needed.
4. The Procurement Specialist is required to report to work in official attire.

G. SCHEDULE FOR THE ASSIGNMENT



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Duration of this assignment will be **22 - 24** months from the commencement of the works (completion by the end of December 2023) with potential extension based on performance and need.

H. REMUNERATIONS

Monthly remuneration for the successful candidate will be between MVR 30,000.00 to MVR 35,000.00 based on the education qualification and experience.

I. SERVICES AND FACILITIES TO BE PROVIDED BY THE CLIENT

1. Office space and other facilities such as computers will be provided to the Procurement Specialist as required.
2. Local transport for official travel between Male', inter-Atolls and inter-islands and DSA for the trips will be provided from the project.
3. Leave Entitlement: Applicable leave entitlements under the Maldives Employment Act (Act No: 2/2008)

J. SELECTION CRITERIA

The Procurement Specialist will be selected based on the following criteria:

Selection Criteria	Weightage (%)
Relevant academic qualification(s)	40
Experience in similar works	30
Interview	30
* Candidate must attain minimum of 50 Marks in the evaluation (Relevant academic qualifications and Experience in similar works) to be qualified for the Interview.	

K. APPLICATION



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Interested applicants may submit their Expression of Interest in a sealed envelope indicating the following:

- Letter of Expression of Interest (EOI)
- Updated Curriculum Vitae (including description of similar assignments, experience in similar conditions, possession of appropriate skills etc.)
- Copy of National Identification Card
- Attested copies of Educational Certificates (copies taken from with accredited original certificates)

L. SUBMISSION

Interested candidates may submit their proposals on or before the time provided in the advertisement to the following address by email:

Ministry of Environment, Climate Change and Technology
Green Building, Handhuvaree Hingun, Maafannu
Male', 20392, Republic of Maldives

Email: mcep.procurement@environment.gov.mv

Contact Number: 3018300, 3018451